

Contact Tracing

What is it? A process for monitoring people who have come into close contact with someone who is infected with a virus and whom is therefore at a higher risk of infection and of potentially infecting others.

When must we initiate it? The Business Area Medical Director, HR Director, or Crisis Management Lead will direct the HRBP to begin the contact trace, upon a presumptive positive or confirmed case of COVID-19.

How to do it?

- The employee's HRBP and Leader should initiate contact with the confirmed positive employee (if able) and talk to them about the LM employees (to include DCMA, vendors, IT, etc.) with whom they have had contact (of more than **10 minutes AND whom were also within 6 feet of them**) within the **3 days prior** to the onset of symptoms. **You can use the template below to record the names.**
- Based on this list, the employees should be immediately contacted by their leader and informed of this increased exposure risk, the importance of paying attention to their symptoms, and the importance of seeking medical attention if they develop symptoms.

Contact Tracing template:

Name	ID	Leader	HRBP	Status	Notes/Plan
Joe Employee	123456	Jon Leader	Sam HRBP	Contacted 3/23/20 (Leader)	Self-quarantined min 14 days – will be told when to return
Mary Employee	789123	Ima Manager	HR Smith	Contacted 3/23/20 (Manager)	Self-quarantined min 14 days – will be told when to return

- Employees should be instructed to self quarantine for 14 days from the date of last contact with the positive COVID-19 employee. Talking points leader/HRBP can use for the instruction to employees:
 - Mandatory self-isolation due to exposure in work area to covid 19- practice social distancing, including distancing from household members, for 14 days after last exposure to the positive individual, that would be on (exposure date) as far as was reported to me. Social distancing includes avoiding going out to public events and avoiding close personal interactions.
 - Monitor symptoms during the 14 days including your temperature using a calibrated thermometer twice a day (morning and night). If you become symptomatic (e.g., fever, cough, and shortness of breath), immediately self-isolate and contact your county health department or your health care provider to coordinate for COVID-19 testing and guidance.
- Quarantine information should be submitted by the HRBP of each person on quarantine to RMS CMT and Local CMT or entered in our new tracking tool (when available)
- These quarantined employees will be Returned to Work through our new RTW process.